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OGC HAS REVIEWED.

1 October 1953

MEMORANDUM FOR: The Record

SUBJECT: Meeting of the Steering Group of the CIA  
Career Service Board on 31 August 1953.

Present: Messrs. Kirkpatrick  
Sheldon  
Baird

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1. The CIA Honor Awards Board attended the meeting and presented the proposed design for the National Security Medal and its accompanying ribbon. These designs were approved by the Steering Group. It was agreed that the Chairman, CIA Career Service Board, would forward the designs to the Director for his approval. The forwarding memorandum will remind the Director of General Smith's personal interests in this matter. It will indicate that the National Fine Arts Commission must approve the designs but that the Office of the Quartermaster General will arrange for this approval. The memorandum will also indicate that regulations signed by the President require the Executive Secretary of the National Security Council to approve the design of the medal. The members of the Steering Group discussed how funds for the medal would be available, and it was agreed to refer the matter to the DD/A with the suggestion that perhaps National Security Council funds could be used. It was indicated that less than \$5,000.00 would be involved. It was agreed that fifty medals would be an adequate reserve and that these stocks of the medals and the dies themselves should be in the custody of the Director or the Executive Secretary of the National Security Council, whichever is appropriate.

2. The Steering Group discussed whether or not authority should be sought which would permit the Director to award the Medal of Freedom. [REDACTED] indicated that in response to a request from the Honor Awards Board the General Counsel recommended against seeking such authority. [REDACTED] reported on cable information which indicated that military awards are being received in adequate number by deserving CIA personnel. The Steering Group expressed its desire for a further

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exploration of this matter. This study would include a review of the reasons given by the General Counsel for recommending against trying to obtain authority for the Director to award this medal, including the basis for earlier decisions to exclude CIA from a list of those Agencies authorized to award the medal. (CIA was intentionally excluded from the list even though it was an active partner of other Agencies in a drive to revive the Medal of Freedom). This study would include obtaining from the General Counsel a resume of the past history of our activities in connection with this medal, and exploring the situation directly with the Bureau of the Budget.

3. The Steering Group discussed the feasibility of CIA being granted authority to award the medals and decorations of other Agencies and Armed Services. [REDACTED] indicated that he did not believe that CIA should attempt to gain this authority. He indicated that other Agencies might resist such actions and that relations with other Agencies might be strained as a result. He indicated that in his opinion we have an adequate system for obtaining such medals and decorations for our people. Mr. Kirkpatrick indicated that he did not feel that this presented a real problem, and that in his opinion military awards are appropriate for award through essentially military channels. [REDACTED] indicated that the Military Personnel Division has established excellent arrangements with the awards boards of the Armed Services. He felt also that State and Treasury Departments might object strongly to CIA efforts to obtain authority to award their medals. [REDACTED] discussed general statutes covering the awarding of decorations. It was agreed by both the Steering Group and the Honor Awards Board that authority to award such medals and decorations should not be sought by CIA.

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4. The Steering Group discussed the recommendation of the Honor Awards Board that the Director establish for CIA personnel gold, silver and bronze medals for distinguished, exceptional and meritorious achievement similar to the series of medals now available in other Agencies. [REDACTED] stated that other Agencies have these medals and that further use of this honor awards system would help to keep the National Security Medal in its proper place as a rarely awarded top medal for CIA personnel. The Steering Group approved the recommendation and requested that a study be produced which would present complete recommendations for implementing their decision.

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5. The Steering Group discussed the status of the longevity award program. It was indicated by [REDACTED] that the Honor Awards Board is not concerned with this matter. [REDACTED] stated that the

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longevity awards will be established again on 18 September 1957, the 10th anniversary of CIA. [redacted] recommended that perhaps more accurate determinations of the completion of 10 years of creditable service could be made if there were a study of rosters of the CIG which indicate those on duty with CIG prior to the formation of CIA. The Steering Group agreed to this study of the CIG archives but also indicated that in the meantime the date 18 September 1947 would remain the base date for computation of longevity.

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6. The Steering Group discussed the survey by the Honor Awards Board of all honor and incentive awards that have been made to CIA personnel since 18 September 1947. The survey was approved.

7. The Steering Group discussed the proposal by the Honor Awards Board that a CIA notice, suitably classified, be issued periodically, listing awards that have been made. The Steering Group approved this proposal, contingent upon the observance of necessary precautions to avoid violating security requirements.

8. The Steering Group next discussed whether or not individual recommendations for the granting of honor awards should be sent directly from the Honor Awards Board to the Director for approval or should be reviewed also by the Career Service Board. [redacted] discussed the regulation [redacted] covering this matter and indicated that both the wording and the intent of the regulation are that the CIA Career Service Board indicate policy to the Honor Awards Board, but that specific cases would be referred directly to the Director by the Honor Awards Board. The Steering Group agreed that recommendations for individual medals or decorations should not be reviewed by the CIA Career Service Board. In view of this decision, the Steering Group did not consider the proposed awards of military medals which were on the Agenda.

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9. The Steering Group considered whether or not the Incentive Awards Committee and the Honor Awards Board should be merged into a single group with unified secretariat and staff support. Mr. Kirkpatrick indicated that in his opinion the two groups considered quite different matters, and that one considered decorations of intangible value while the other is primarily concerned with tangible rewards. He also indicated that the awards considered by the two groups are at different levels, and that the Incentive Awards program almost excludes the possibility of awards for personnel of high position (they are expected to make significant achievements as a part of their job). [redacted] referred to correspondence which established

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an Agreement by the two groups that there is practically no possibility of overlapping or duplication of their functions or responsibilities. He further stated that there had been no conflicts between the two groups in the past. The Steering Group agreed that the Initiative Awards Committee and the Honor Awards Board should not be merged into a single group.

10. The Steering Group discussed the use of Career Development Slots as follows:

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a. [REDACTED] and Mr. Sheldon submitted a proposal that a career development slot be encumbered by [REDACTED] The Steering Group approved.

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b. [REDACTED] indicated that another proposed use of a career development slot (by [REDACTED]) had been referred to the Office of Training. Mr. Baird indicated that he is holding the case pending receipt of a training request. The Steering Group took no action on this case.

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c. Mr. Baird presented a memorandum proposing that 12 persons currently occupying JOT slots be transferred to career development slots. He indicated that these persons were filling the JOT slots only because such slots were the only available vacancies. He stated that these persons were not properly JOT's because they were not recruited and trained by OTR with the intention of later placing them where they were needed and where their qualifications would best be used. The Steering Group reaffirmed the fact that career development slots should not be used unless there were known assignments and position vacancies awaiting people at the end of their planned development duty. Mr. Baird indicated that he had obtained written statements from the chiefs of the area divisions involved to the effect that position vacancies would be waiting for the DD/P personnel in this group.

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[REDACTED] indicated that there might be some question about the validity of these statements in view of the uncertain budgetary limitations which might be forthcoming. The Steering Group approved the assignment of these 12 persons to career development slots but with the provision that Mr. [REDACTED] verify that the DL/P personnel involved will be accommodated in position vacancies in the DD/P complex upon their return.

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d. The Steering Group was informed that two more proposed uses of career development slots are forthcoming.

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e. [REDACTED] indicated that monthly personnel statistical reports will show the use of career development slots and will indicate when they expire.

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f. [REDACTED] recommended that there be better staffing of requests for the use of career development slots, including concurrences by the career service boards involved. The Steering Group agreed that the Executive Secretary should check each request with the career service board involved before submitting the request to the CIA Career Service Board.

g. Mr. Kirkpatrick urged that there be more use of the available career development slots.

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[REDACTED]  
Executive Secretary